



Department of Planning and Zoning
225 S Emerson Avenue
Greenwood, IN 46143
(317) 881-8698
(317) 887-5616 fax

COMMERCIAL

BUILDING PERMIT REQUIREMENTS

Work must be started within 90 days of issuance of Building Permit.

Permit is good for 2 years from issuance date.

The following must be received prior to issuance of a building permit. You can, however, submit your construction plans and application for review prior to obtaining the other items listed.

THERE IS A 10 BUSINESS DAY REVIEW PERIOD.

Copy of Paid Sewer Connection (Tap-On)	Call Sanitation Billing Office and let them know what size water meter you will be installing. They will get your form ready and you can pay for it at their office (2 N Madison Avenue).	
Copy of Paid Sewer Availability Fee (SAF)	You must submit an application and floor plans (before and after) to the Engineering Department (3-5 days to process). Pick up the form from Engineering and take it to the Sanitation Billing Office (2 N Madison Avenue) to pay.	
State Design Release	Copy	
Construction Plans	2 sets (1 for the Planning Department, 1 for the Fire Department)	
Signed Plan Authentication Agreement	Certifies that the construction plans submitted are identical to the plans submitted to the State of Indiana for the Design Release.	
Signed Application	Must include the contractor's contact name and phone number, as well as the cost of the project.	
Building Permit Fees Paid <u>DO NOT SUBMIT PAYMENT WITH YOUR PERMIT APPLICATION.</u> WE CANNOT ACCEPT PAYMENT UNTIL THE PERMIT IS READY TO BE ISSUED.	New Building	\$200 base fee plus \$50/acre of entire project plus \$0.03/sqft of building
	Addition	Less than 10,000 sqft: \$200 base fee plus \$0.03/sqft 10,000 sqft or greater: \$200 base fee plus \$0.03/sqft plus \$50/acre of affected area
	Remodel	Structural - \$50 plus \$0.03/sqft Electrical - \$50 plus \$0.03/sqft Plumbing - \$50 plus \$0.03/sqft Mechanical - \$50 plus \$0.03/sqft Combination of any of the above maximum \$100 plus \$0.03/sqft
	Accessory Bldg	\$0.05/sqft, minimum \$50
	Other Structures	General: \$50 Communication Towers: \$100 plus \$1 per foot of height

INSPECTIONS

Call the Planning Office at (317) 881-8698. 24 Hours notice is required.

NO COMMERCIAL INSPECTIONS ON FRIDAYS.

OTHER QUESTIONS?

Sewer Availability Fees	Engineering Department	(317) 887-5230
Sewer Tap-On Fees	Barb Ferguson or Barb Robison, Sanitation Billing	(317) 887-5232
Fire Codes or Inspections	Rodney Johnson, Greenwood Fire Department Eric Brown, White River Township Fire Department	(317) 882-2599 (317) 888-8337
Health Department Review	Terry Bayless, Johnson County Health Department Chris Menze, Johnson County Health Department	(317) 346-4370 (317) 346-4365